

Nevada State Health Division
ASSISTED LIVING ADVISORY COUNCIL (ALAC)
MINUTES
October 10, 2007
Via Video-conference
Carson City-BLC 1550 E. College Parkway, Suite 158
Las Vegas-BLC 4220 S. Maryland Parkway, Suite 810

COUNCIL MEMBERS PRESENT

Las Vegas-
Martha Hilario, RFA
Mike Ganti, Facility Owner
Kristine Gillis, RN

Carson City-
Ron Bradley, RFA
Maureen Gresh, RFA
Wendy Simons, RFA, Chairperson
John Gabor, RFA

COUNCIL MEMBERS EXCUSED

Carla Sloan, AARP Nevada
Venus White, RFA
Joe Tinio, Facility Owner
Linn Thome, RFA

HEALTH DIVISION STAFF PRESENT

Lisa Jones, Bureau Chief
Paul Shubert, HFS IV
Jennifer Dunaway, HFS IV
Patti Chambers, HFS III
Debbi Bryant, AA III
Kerry McKinney, Contract Employee

ATTORNEY GENERAL STAFF PRESENT

Linda Anderson, SDAG

Agenda Item #1 - Welcome and Introductions-

Wendy Simons opened the meeting at approximately 10:00 a.m. with introductions from all present in accordance with agenda item #1. It was determined that there was a quorum of members present to take action on items.

Agenda Item #2 – Approval of minutes for the June meeting-

The minutes were unanimously approved with no changes.

Agenda Item #3 – Presentation concerning the lessons learned during the Angora Fire emergency evacuation-

Karen Perry, Administrator at Carson Valley Residential Care Center (CVRCC), described the events that led up to her facility receiving 40 skilled nursing facility residents from Barton Skilled Nursing (a skilled nursing facility located in the state of California near Lake Tahoe. Some highlights:

- Arrival of the nursing home residents was the most chaotic time, but everything was managed in a timely manner. Communication between key staff from Barton and CVRCC was accomplished with walkie-talkies. If possible rosters should be color coded and matching color coding of resident wrist bands would be helpful.
- Restrooms were the biggest problem to solve, but privacy screens helped.
- It was necessary to have the staff from Barton provide care and services to the Barton residents, because they were familiar with their needs.
- Some things to consider: try to understand what to expect when the evacuees arrive (coordinated confusion), meals for staff, Board of Nursing (California RN's caring for residents in Nevada).
- Some major benefits to the experience: bonding of staff after having lived through the experience, staff from Barton were extremely professional – the RN's adhered to their oath of service, the change in environment may have stimulated changes in some of the residents and their abilities, after the events was over – the CFO from Barton asked for a bill and reimbursed CVRCC for expenses.

Agenda Item #4 – Discussion of Medication Management Providers-

Wendy Simmons described the workgroup discussions and proposals. Some highlights were:

- The workgroup reviewed the most common errors found in medication administration and documentation.
- Consideration of a medication management course for administrators, designed to assist administrators in checking for errors, identifying problems and determining compliance with regulations.
- Consideration of expanding the class times to ensure there are enough opportunities to conduct hands on exercises.
- The necessity to develop a standard test.
- The possibility of an annual meeting to get all program managers to attend and participate.
- The next meeting will again be scheduled just prior to ALAC in January.

Agenda Item #5 – Update on the Administrator In Training (AIT) program-

Wendy Simons explained that Nevada is implementing the AIT program including 40 hours of training. There's an assessment tool to assist in developing the AIT's. AIT's may spend the 40 hours with numerous different mentors. The Board of Examiners for Long Term Care Administrators (BELTCA) is considering also requiring attendance at a regulatory workshop.

* **Agenda Item #6** – Discussion to develop a fact sheet regarding referral agencies- Paul Shubert will be working on a fact sheet for presentation at the next ALAC meeting. The fact sheet will include bullet points regarding:

- The benefits of using a licensed agency,
- HIPAA restrictions for so called “marketing agencies”
- Inappropriate Transfer Laws/Responsibilities

It was determined through discussion that the fact sheet should be distributed to all discharge planners as well as all licensed Residential Facilities for Groups.

* **Agenda Item #7** – Discussion of ALAC members support for generating agendas and minutes-

Wendy Simons indicated that she will continue to generate the agendas and forward them through the approval process. Wendy asked for volunteers to generate the minutes. Paul Shubert indicated that he would generate the minutes for the 10-10-07 meeting as a template for future minutes, because in the recent past the minutes have included unnecessary detail. Although it is necessary to capture the substance of items discussed as well as results of votes on action items, it is not necessary to recapitulate each conversation. In addition to the written minutes, audio tapes of the meetings must be maintained for 1 year. BLC will maintain the audio tapes, but we are in need of ALAC members to generate written minutes. This can be done by taking notes during the meeting, as these minutes were generated without transcription of the audio tape. At the next meeting in January, after reviewing these minutes we will again ask for volunteers.

* **Agenda Item #8** – BLC Update-

Lisa Jones expressed appreciation for ALAC and its longevity and effectiveness. Lisa explained that although the governor’s campaign promises included no new taxes or fees, the legislature approved 9 new positions to accomplish existing workload. The budget in turn was not vetoed by the governor, so it will be necessary to revisit the fee structure in order to accommodate the salaries for these additional employees. The Bureau’s activities in healthcare facilities are funded by CMS revenue for federal activity in Medicare certified facilities and fee revenue from licensed facilities. By authorizing new positions, the legislature expects the bureau to complete additional workload in complaint investigations and initial licensure of facilities. Although existing costs have increased since the last fee increase for residential facilities that occurred in October of 2003, there have been savings to the agency due to personnel vacancies, as the agency continues to struggle in hiring of quality surveyors; so this has resulted in no increases for this year’s budget cycle. However, it will be necessary to revisit the fee structure to ensure sufficient funding for BLC to fill existing and new positions.

Lisa indicated that BLC intends to begin the grading of residential facilities in January of 2008. There are fees associated with revisits to facilities whose grade is less than an “A”. Although these fees should pay for the revisit surveys, the additional workload must be absorbed by current staff until it is assessed and the Bureau is able to request additional authority for personnel or ask the legislature to relax the mandate for annual surveys for facilities that receive “A” grades. There was discussion about when the grade certificates should be issued: 1) Mail all facilities an “A” grade initially, or 2) Provide facilities with their grade as the surveys are conducted throughout the year. The consensus was that grades should be given to the facilities as the surveys are conducted throughout the year. There was discussion about providing a notice along with renewal licenses as a reminder about the grading system and its implementation. There was a request to have an update on the grading at the next meeting.

Jennifer Dunaway indicated that the Personal Care Attendant (PCA) agencies draft regulations were presented at public workshops. These regulations indicate that intermediary service organizations (ISO) are not required to obtain a license from BLC. BLC will have responsibility to license non-medical PCA agencies only. These regulations will be presented at the December 7th Board of Health meeting.

* **Agenda Item #9** – Discussion and nominations to replace Terry Smith and nominations for co-chairperson-

Wendy Simons indicated that Terry Smith has served on the council since its inception and his insight and comments will be missed. No nomination was made to replace Terry, so this will need to be addressed at the next meeting. Since Terry also held the position as the co-chairperson for southern Nevada, two nominations were made for co-chairperson: 1) Joe Tinio (Martha Hillario agreed to contact Joe to let him know he is nominated and 2) Linn Thome (Mike Ganti agreed to contact Linn to let her know she has been nominated. Selection should be on the agenda for the next meeting.

Agenda Item #10 – Recommendation for extension of terms for Ron Bradley and John Gabor-

Both Ron and John agreed to extend their terms of service on the council for 1 year each. There was unanimous agreement by the members to extend their terms.

* **Agenda Item #11** – Discussion of future agenda items and meeting schedule for 2008-
The following meeting dates were set for 2008 by unanimous consensus of the members:

- January 8, 2008
- April 8, 2008
- July 8, 2008
- October 14, 2008

Mike Ganti requested a future agenda item to discuss the issues concerning discharging residents from a gero-psych facility and problems associated with mixing mentally ill residents with residents that don't suffer from mental illness.

Agenda Item #12 – Public Comment-
There were no comments.

The meeting was adjourned at approximately 12:00p.m.

! = recommendation for BLC to take action

* = requires more discussion as an agenda item for the next meeting